

@mariaenglishlessons

Human Resources basic 4



Key Vocabulary

- Hazard – Something that could cause harm.
- Emergency – A serious, unexpected, and often dangerous situation requiring immediate action.
- Protective Equipment – Items worn to reduce the risk of injury (e.g., gloves, helmets, goggles).
- First Aid – Emergency help given to a sick or injured person.
- Workplace Accident – An unexpected event causing injury at work.
- Evacuation – Leaving a place quickly due to danger.
- Fire Drill – Practice of leaving a building in case of fire.
- Policy – A set of rules or guidelines.
- Risk Assessment – Identifying potential dangers and how to avoid them.
- Compliance – Following rules or laws.



Key Vocabulary

- Incident Report – A written account of a workplace accident or safety issue.
- Safety Inspection – A regular check to ensure the workplace meets safety standards.
- Safety Signage – Visual reminders or warnings about hazards (e.g., “Caution: Wet Floor”).
- Ergonomics – Designing a workplace to prevent injury and improve comfort.
- Occupational Illness – A health condition caused by workplace activities.
- Preventative Measures – Steps taken to avoid risks or accidents.
- Fire Extinguisher – A device used to put out small fires.
- Workplace Stress – Emotional or physical strain caused by job conditions.
- Safety Audit – A formal review of workplace safety practices.
- Safety Culture – The shared attitudes and behaviors promoting safety at work.





Common Phrases and Expressions

- "What are the health and safety procedures?"
- "Employees must wear protective equipment at all times."
- "Please report any hazards to the supervisor immediately."
- "In case of an emergency, follow the evacuation plan."
- "Have you completed the safety training?"
- "Keep the workplace clean to prevent accidents."
- "Is there a first aid kit nearby?"
- "We conduct regular risk assessments to ensure safety."

Common Phrases and Expressions



- "Always be aware of your surroundings to avoid accidents."
- "Make sure all safety signage is visible and clear."
- "The company conducts regular safety audits to ensure compliance."
- "Employees should know the location of fire extinguishers and exits."
- "Take regular breaks to reduce workplace stress."
- "Proper ergonomics can prevent back pain and other injuries."
- "Report all workplace incidents immediately, no matter how minor."
- "Follow preventative measures to minimize risks."

Expanded Procedures and Guidelines

- Incident Reporting:
- Always report any injury or near-miss immediately.
- Fill out an Incident Report Form detailing what happened, where it happened, and who was involved.
- Fire Safety:
- Familiarize yourself with the nearest fire exits.
- Know how to operate a fire extinguisher (Remember: Pull, Aim, Squeeze, Sweep).
- Participate in fire drills at least twice a year.



Expanded Procedures and Guidelines

- Ergonomic Practices:
- Adjust your chair and desk to maintain a neutral posture.
- Use a keyboard and mouse at the correct height to avoid wrist strain.
- Take short breaks to stretch and move around.
- Occupational Illness Prevention:
- Use proper ventilation to avoid inhaling toxic substances.
- Wear masks or other protective gear when handling chemicals.
- Monitor workplace noise levels to prevent hearing damage.



Expanded Procedures and Guidelines

- Mental Health and Safety:
- Address workplace stress by talking to supervisors or HR if necessary.
- Participate in wellness programs offered by the company.
- Avoid excessive overtime to maintain work-life balance.



Dialogue

Supervisor: We're conducting a safety inspection next week. Are all areas ready?

Employee: I believe so. Should we check safety signage beforehand?

Supervisor: Yes, make sure all signs are visible and not damaged. Also, remind the team about fire extinguisher locations.

Employee: Should we review how to fill out incident reports, just in case?

Supervisor: That's a good idea. Everyone should know the process. Let's also schedule a refresher on ergonomic practices.



Listening and Comprehension Practice

- What should employees do if they see a hazard?
- What does the company provide to improve ergonomics?
- Where are fire extinguishers located?
- Why are drills held regularly?



Fill in the blanks with the correct word:

1. All employees must participate in the fire _____. (Answer: drill)
2. Workplace _____ can lead to serious health problems if ignored. (Answer: stress)
3. A _____ inspection ensures compliance with safety regulations. (Answer: safety)
4. Use proper _____ to avoid injuries when lifting heavy items. (Answer: techniques)
5. Always report incidents by filling out an _____ report. (Answer: incident)



True or False:

1. **Ergonomics only applies to office workers.**
2. **Employees should know the location of first aid kits.**
3. **Fire drills are optional for employees.**
4. **Occupational illnesses can be caused by poor ventilation.**

